

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, January 12, 2023
7:00 P.M.
236 Welch Ave, Berthoud

AGENDA

- I. Call to Order
- II. Roll Call
- III. Oath of Office
- IV. Public Participation
- V. Approval of Board Meeting Minutes of December 7, 2022
- VI. Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
- VII. Acceptance of Expenditures
- VIII. Board Training: Board Basics
- IX. Old Business
- X. New Business
 - Annual Administrative Resolution
 - Policy Review, 2023 Schedule
 - Emergency; Emergency Closing
 - Board Training Schedule and Topics
 - Building Plans
 - 2023 Projects and Goals
 - Other business
- XI. Adjournment

Next Meeting: February 8, 2023

**Berthoud Community Library District
Regular Board Meeting
Wednesday December 7, 2022
Library Meeting Room/Zoom Virtual Meeting during Covid-19 Pandemic**

Call to Order: Lorna Greene called the meeting to order at 7:20 pm

Roll Call: Lorna Greene, Julie Oelman, Amanda Thorstensen, Karen Anderson, Kathy Mitchell, Melissa Robinson, Ame Pilla –CEO
Bob Latchaw – excused

Public Participation: Alyson Dratch – New Board Member

Approvals and acceptances: Motion 1222-01 made, seconded and carried to approve and accept the following:

- Minutes of November 9, 2022 Minutes
- Review of CEO and Youth Services Reports
- Statistics
- Financial Reports
- Expenditures

Strategic Plan: Amie Pilla handed out a one page summary of Library’s Mission and Strategic Plan for 2023-2025.

Old Business: Staff 2022 Projects:

- Continuing to Host our own Website
- 2023 Master Calendar of Meetings and Events

New Business: Policy Reviews

- Code of Service **Motion 1222-02** made, seconded and carried to approve the policy as amended

- Borrowing and Loan Policy **Motion 1222-03** made, seconded and carried to approve the policy as amended

- Library Operations: **Motion 1222-04** made, seconded and carried to approve the policy as amended.

Swearing in of Board Officers:

President: Julie Oelman

Vice-President: Amanda Thorstensen

Secretary: Melissa Robinson

2023 Holidays and Closings and Board of Trustees Meeting Dates: Submitted by Amie Pilla

CEO Compensation: **Motion 1222-05** made, seconded and carried to award Library CEO Amie Pilla with a 13% salary increase beginning with the first full pay period of January 2023.

2022 Year End Discussion:

Outgoing President Lorna Greene made a number of suggestions for the coming year including: Inviting a Berthoud High School student to be an associate member of the Board, Having Board Members attend Berthoud Town Meetings on a rotating basis, having a mobile book library for seniors and other shut-ins with a talking Library, having more interaction with the Friends of the Library,

Adjournment: Lorna Greene adjourned the meeting at 8:55pm after a reception in her honor as this is her last meeting with the Board. We are all sad to see her go....

Respectfully Submitted: Melissa Robinson

Berthoud Community Library District
CEO Report
December 2022

Library Operations and Services

Personnel

We were able to accommodate all of the staff requests for time off around the holidays.

Classes/Services

To work around the holidays in November and December, both Book Club and Food for Thoughts met early in December. Book Club read William R. Forstchen's *One Second After* and decided it's a book that everyone should read. We did not have a guest speaker for Food for Thoughts this month. Instead the group discussed their thoughts on the topic "will you be my neighbor?"

Our foot traffic did not follow normal patterns this year. In the past, we've been nearly empty in the week between Christmas and New Year's Day, but this year our door count didn't drop much below our average. We're not sure if that was a result of weather and travel difficulties or if we're seeing a new pattern post-pandemic.

Circulation/Collection

Nothing to report.

Building and Grounds

During the extreme cold, one of the interior window panes near the restrooms spontaneously shattered. The replacement glass is on a 7 to 8 week lead time, so the repair won't take place immediately.

We placed our order for furniture for our remodel, and the contractor is ready to begin work as soon as the building permits are cleared.

Technology

Our consultants from RCom are working with Berthoud Fire to determine correct placement of our new fire detection equipment. Once that is finalized and installed, we'll be able to move away from the old system.

Bella has been working hard to fix any remaining glitches with the new website, especially making sure that the online resources we pay for are working correctly. Since the old website has been deactivated, we lost access to the statistics regarding how many people accessed the old site. We lost approximately half a month of data regarding the website.

Policies and Procedures

Nothing to report.

Outreach and Publicity

Bella is working on a new social media strategy that involves marketing our events multiple times in the weeks leading up to them. Since Christy had over 70 people at both her Winter Wonderland and her Noon Year parties, the new strategy seems to be working.

Financial

We received our full estimated amount of property tax for the year, which put our 2022 income right in line with what we budgeted.

Strategic Plan

Nothing to report.

Meetings and Workshops

Amie— Downtown Organizations meeting, hosted here by Town of Berthoud staff, December 8; CAL Futures Interest Group meeting, December 9

Jennifer— Friends meeting, December 14

Grants and Gifts

We received a \$500 and a \$300 donation from people in our community, and applied those funds to our furniture purchase.

Respectfully submitted,

Amie Pilla

January 6, 2023

Youth Services

Programs and services

Story times:

We took a break from story time in December.

Teen / tween programs:

Hang time was not attended in December.

Children's department:

A new firefighter's outfit and accessories were donated to the library. I disposed of the old torn firefighter's coat. I washed all the cloth items. We received new baby blankets, but the new clothes had to be returned and reordered because they were the wrong size.

Displays:

Winter holiday books were displayed through December.

Professional Development:

Watched webinar "Happy and Calm: Kids Yoga in the library"

This is the first step towards incorporating yoga into story time. We were taught breathing techniques and given some resources. I would like to be certified in teaching yoga this year.

Children's events:

Winter Wonderland

56 attendees

Noon Year Party

70 attendees

Both of these events drew far more people than expected. We gave away more than 30 books at Winter Wonderland, and cleared out crafts and all the cookies at Noon Year's.

My guess is the multiple advertisements Bella posted to our Facebook page has increased our attendance.

**Berthoud Community Library District
Statistics December 2022**

Statistics	Dec-21	Dec-22	% change	YTD 2021	YTD 2022	% change
Circulation						
Circulation	3183	3689	16%	47065	50716	8%
Reference Questions	30316	44400	46%	30316	44400	46%
Program attendance	27	183	578%	1896	2961	56%
People counter	2317	2671	15%	26369	34225	30%
3M Ebook	218	226	4%	2681	2937	10%
RbDigital	541	362	-33%	1119	2345	110%
Interlibrary Loans						
Number of items borrowed	4	7	75%	104	109	5%
Number of items loaned	0	0	#DIV/0!	0	0	#DIV/0!
AspenCat						
Borrowed	416	663	59%	5216	6827	31%
Loaned	279	356	28%	3508	3437	-2%
Registered Patrons						
New cards	43	33	-23%	572	650	14%
Total number of card holders	8926	9722	9%	8926	9722	9%
Residents	7412	8087	9%	7412	8087	9%
Non- Resident	1514	1635	8%	1514	1635	8%
Collection						
Materials added	122	180	48%	2397	2326	-3%
Materials withdrawn	30	29	-3%	941	973	3%
Total materials owned	24958	25380	2%	24958	25380	2%
Technology						
Computer use	163	209	28%	2235	2323	4%
Web usage	2223	555	-75%	29854	31342	5%
Tech Coaching	98	177	81%	1124	1451	29%
Volunteer hours worked	0	13	#DIV/0!	0	86	#DIV/0!
Hours Community room was used by non-library people in 2022	61	101				

Web usage drop due to new website.

2020	Story Time Program	StoryTime Attendance
January	8	68
February	7	112
March	8	139
April	9	181
May	8	190
June	8	177
July	9	221
August	10	212
September	11	187
October	8	203
November	7	130
December	1	11
TOTALS	94	1831

Children Program	Children Attendance
3	3
3	6
8	92
0	0
1	4
5	207
4	150
0	0
1	2
1	25
1	30
2	127
29	646

Young Adult Program	Young Adult Attendance
2	1
2	5
2	2
2	4
0	0
5	19
4	32
0	0
0	0
1	1
0	0
0	0
18	64

Reached Total People

Outreach

8/3/2022 Schools	2	2
8/11/2022 BES back to school	40	150
8/25/2022 Meeting with school	1	1
8/28/2022 Comicon	12	12
9/24/2022 Farmer's Market	8	150
9/15/2022 Schools	16	40
9/22/2022	5	5

Adult Program	Adult Attendance
4	23
4	41
5	45
5	41
7	78
2	16
4	13
1	9
11	61
11	90
4	13
8	45
66	475

**Berthoud Community Library District
 Expenses by Vendor Summary
 November 2022**

	<u>Nov 22</u>	
A+ Heating & A/C	340.00	Fall Maintenance
Aflac	349.22	Reimbursement for
Amie Pilla	569.87	- Volunteer Dinner &
Canon Financial Services, Inc.	300.04	- Director's Retreat
Cardmember Services	1,457.04	mileage
Center Point Large Print	49.14	
Charles Schwab	749.26	
Christy Headrick	85.07	Reimbursed for
Cindy Kittinger	150.00	noon years
Comcast	126.90	↳ Window Painting
Comcast - Busniess	311.25	
Demco - supplies	77.78	
EasyTrack Payroll	184.00	
Ingram	2,341.99	
Kids Reference Company	179.87	
McCrary and Sons LLC	216.30	
MetLife	129.36	
Midwest Tape	868.85	
Mountain View Commercial Cleaning	790.41	
PS Planning Solutions	2,575.00	- Remodel Expense
Public Sector Health Care Group	2,194.47	
RCOM Computer Services	1,090.00	
Special District Prop & Liability Pool	582.00	
Times-Call	559.00	- Renewal
Town of Berthoud - Water	120.82	
United Waste Systems	25.00	
Xcel Energy	977.48	
TOTAL	<u><u>17,400.12</u></u>	

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RCOM Computer Services	1,090.00
Special District Prop & Liability Pool	582.00
Times-Call	559.00
Town of Berthoud - Water	120.82
United Waste Systems	25.00
Xcel Energy	977.48
TOTAL	<u>17,400.12</u>

Berthoud Community Library District
Balance Sheet
 As of December 19, 2022

	Dec 19, 22
ASSETS	
Current Assets	
Checking/Savings	
Independent Bank Savings	329,698.82
Petty Cash	100.00
10000 · Independent Bank Checking	421,413.88
Total Checking/Savings	751,212.70
Other Current Assets	
Building Fund CD 1014	13,518.60
Total Other Current Assets	13,518.60
Total Current Assets	764,731.30
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	216,261.30
TOTAL ASSETS	980,992.60
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-120.08
Total Accounts Payable	-120.08
Other Current Liabilities	
22000 · Payroll Liabilities	
22100 · CO Income Tax	256.00
22200 · CO Unemployment Tax	13.49
22300 · Federal Taxes (941)	1,635.69
22400 · Federal Unemployment (940)	42.74
Total 22000 · Payroll Liabilities	1,947.92
Total Other Current Liabilities	1,947.92
Total Current Liabilities	1,827.84
Total Liabilities	1,827.84
Equity	
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
TABOR Reserve	30,000.00
32000 · *Fund Balance Unreserved	657,345.61
Net Income	265,904.69
Total Equity	979,164.76
TOTAL LIABILITIES & EQUITY	980,992.60